

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT – COURTROOM DEPUTY

Position Title: Courtroom Deputy
Vacancy Number: 20-6
Location: Pensacola, Florida
Closing Date: Open Until Filled
Salary Range: CL 26-27 (\$46,600 – \$83,210)
Starting salary commensurate with experience and qualifications.

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking qualified applicants for the position of courtroom deputy clerk. This position is located in the Pensacola Division of the Court. The courtroom deputy clerk is employed by the clerk of court, but will work closely with judges and chambers staff to manage district and magistrate judge calendars and perform case management responsibilities. The courtroom deputy clerk represents the clerk of court in matters relating to courtroom, court proceedings, and case administration. Courtroom deputy clerks are sometimes required to work beyond normal duty hours without additional compensation. Travel to other divisional offices that may require overnight lodging, will be necessary from time to time to provide courtroom services for judges. Docketing, performing docket quality control tasks, performing general clerical duties within the clerk's office, and performing other court operational and administrative duties are required.

REPRESENTATIVE DUTIES

Case Management

- Manage civil and criminal caseloads for district and magistrate judges by calendaring and regulating the movement of cases; monitoring the filing of pertinent documents and docket activity to ensure timely responses and compliance with judicial orders; set dates and times for court hearings and trials.
- Inform judges and staff of case progress; electronically file documents issued by a judge or on their behalf.

- Prepare and maintain docket and motion reports by monitoring electronic mailboxes; reconcile monthly reports of case activity with reports maintained in chambers.
- Act as a liaison between the clerk's office, the bar, and judges to ensure cases proceed smoothly and efficiently; serve as a primary source of information on scheduling conferences, hearings, trials, and other processes, as required.
- Work closely with judges and staff to ensure timely and expeditious setting of pretrial deadlines.
- Screen pleadings for judicial review, ensuring unopposed motions are brought to the judge's immediate attention.
- Gather and prepare case files and materials for all hearings and prepare status reports on each file for judges.
- Communicate cases status information to judges, as needed.
- Ensure compliance with Criminal Justice Reform Act, Speedy Trial Act, and other mandated reporting requirements by reviewing, maintaining, and recording proper case management statistics.

Calendaring

- Maintain an efficient system to ensure identification of cases required to be set on the calendar. Schedule hearings, trials, status conferences, pre-trial conferences, and other court proceedings to maximize efficient usage of court time. Ensure compliance with rules and orders.
- Coordinate with other court units to ensure appropriate use and availability of resources.
- Generate and maintain court calendars for all participants. Calendar hearings in the case management system and ensure all participants receive proper notice.

In-Court Duties

- Manage court sessions by ensuring all necessary equipment is set up and operational and the courtroom is prepared for proceedings.
- Open court, call the court calendar, and note appearance of case participants. Administer oaths and maintain exhibits. Troubleshoot equipment failures and assist court participants with equipment usage.
- Record any action taken by the judge during in-court proceedings.
- Manage all in-court documentation and ensure documentation is processed in a timely manner, according to clerk's office and judicial standards and procedures.

Jury Duties

- Administer voir dire oath, assist in impaneling jury, and swear in jury panel. Ensure the judge is supplied with appropriate documentation for jury selection.
- Maintain attendance and subsistence records for jurors. Handle all requests for assistance and similar matters related to jurors. Procure refreshments and meals for jurors. Keep jurors and other staff apprised of changes to trial status.

Miscellaneous

- May perform the above duties in support of other courtroom deputy clerks who are unavailable or for judges visiting from outside the division or district.
- Must abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements; demonstrate sound ethics and good judgment at all times; and handle confidential and sensitive information appropriately.

- Perform other duties, as assigned.

QUALIFICATIONS

To qualify, a person must be a high school graduate or equivalent and have three years of specialized experience, including at least one-year equivalent to work at the CL 25/26 level. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills in a court or legal field, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, directives, or laws. Starting salary will commensurate with experience. Promotion to the higher grade may be made without reposting the position. Incumbent will be required to travel overnight. Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

Preferred Qualifications

- Experience in criminal and civil case management.
- Ability to meet and communicate effectively with a variety of people including peers, members of the bar, and judicial officers.
- Skill using automated case management systems and in handling administrative matters such as file maintenance, record keeping, and reporting.
- Experience posting docket entries and documents in the Case Management/Electronic Case File (CM/ECF) system.
- Experience reflecting the applicant's ability to work under pressure, handle change, and an ability to be flexible and adaptable.
- Experience in listening to and recording complex information, note taking, and producing professional, grammatically correct written summaries.
- Experience using Adobe Acrobat, Microsoft Office programs, Outlook, and other current document processing programs.
- Work experience that supports an ability to successfully manage multiple priorities.
- Ability to work with limited supervision as a self-starter.
- Experience in a federal or state court system or other business or legal field requiring the interpretation, application, and knowledge of complex rules, procedures, and statutes.
- Ability to consistently demonstrate sound ethics, excellent judgment, a positive attitude, and a high level of professionalism.
- Ability to maintain confidentiality and impartiality.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to candidates for review on our website at www.flnd.uscourts.gov. The judiciary offers generous benefits including paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position will be located in the Pensacola Division of the United States District Court for the Northern District of Florida. Applicants must be a U.S. citizen, a U.S. National, or qualify under the Appropriations Act Citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a sensitive position; therefore, the successful applicant will be required to submit to a background clearance which will include a criminal history.

Any applicant selected for this position will be hired provisionally pending successful completion of the investigation. Retention will depend upon a favorable suitability determination of the investigation. Qualified applicants should submit a resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: Vacancy Announcement 20-6
Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

Applications may also be submitted electronically to Andrea.Zern@flnd.uscourts.gov. To receive first consideration the application must be received by close of business on **Friday September 18, 2020**. The position is open until filled.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.